

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
LONG BEACH-SOUTH BAY GEOGRAPHIC INITIATIVE
SERVICE AREA VIII QUALITY IMPROVEMENT COMMITTEE (QIC)
Minutes, March 21, 2007**

Type of Meeting	LB/SB GI Quality Improvement Committee	Date	March 21, 2007
Place	ChildNet Youth & Family Services 2931 Redondo Ave., Long Beach 90806	Start Time	2:00 p.m.
Co-Chairpersons	Adele Kelso Loufek, San Pedro Mental Health Dr. Ann Lee, Long Beach-South Bay GI Dr. Sue Sundareson, The Guidance Center	End Time	4:00 p.m.
Members Present	Miriam Ruiz, Marcella Mendez, Lourdes Lopez, Scott Hanada, Michellen Biondon, Katty Callender, Ann Lee, Karina Orozco, Teresa Quijano, Cheryl Grove, Sandra Gaia-Rae, Keith Parker, Youngsook Kim-Sasaki, Camile Do, Jane McCord, Kelly Asato, Lora Potts, Christine Byrne, Adele Loufek, Shandell Mishaw, Michele Munde, Carolyn Galvan, Karen Rathburn, Windy Gaston, Jaime Motte, Theodore M. Cannady, Janet Fleishman, Ted Howlett, Thuy Pham, Kelly Motyka, Suh Chen		
DMH Support	Teresa Quijano		
Agenda Item & Presenter	Findings and Discussion	Conclusions/Recommendations	Actions/Scheduled Task
Introductions Adele Loufek &	The meeting was called to order at 2:10 p.m. Committee members introduced themselves.		
Review of Minutes	Minutes from last month were reviewed and the following corrections needed to be made:	<ul style="list-style-type: none"> - Dr. Sundareson was out last month due to a Program Review her program has going through. - Children FSP referrals: send to Dr. Ann Lee at the GI Office 	

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<p>Client Care Update – Adele Loufek</p>	<ul style="list-style-type: none"> - QIC representatives followed up with QIC Chair, and suggestions for changes on the form were made. Ms. Loufek's suggestions were submitted to Kimber Salvaggio. 		<ul style="list-style-type: none"> - Teresa Quijano from DMH PEQIC said that it will take at least two more months before the Client Care Plan will be finalized. - Norma Fritsche will put the final draft on the web for contracted providers.
<p>IS Alert – Adele Loufek and Dr. Sue Sundareson</p>	<ul style="list-style-type: none"> - IS Alert: Termination of Rendering Providers: An electronic alert sent by the help desk was read to attendees. Concerns arose and Dr. Sundareson was to follow up. 		<p>On 04/25/2007, Dr. Sundareson found the following: The alert is to inform providers of the proper way to terminate staff from the IS. This procedure is used when an employee who provides billable service is leaving a facility or service location.</p>

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	IS Alert (Cont')		Not all fields are required to be completed on the Rendering Provider Form to terminate an employee from a particular location. There are options to choose a particular reporting unit (cannot bill under a particular reporting unit) or to choose the facility/legal entity/which would result terminating the employee (unable to bill) at the facility. The correct procedure in either case is to use the Rendering Provider Form and not the IS 290.
<u>DMH Update</u> FSP Update	All TAY and Child referrals have been approved. 15 child cases have already been authorized. 20 TAY have been authorized. Adult FSP –	With new FSP programs opening up, consumers are deciding on their own whether or not they want to move from one	- First, it is the doctor's responsibility and choice whether or not to release the client.

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<p>DMH Update (cont')</p>	<p>Prevention & Early Intervention Handout – everyone is to read on their own time</p>	<p>program to another, and this seems to be a problem. Some agencies are finding that it is rather difficult for them to have the former agency's single fixed point of responsibility be removed.</p> <p>- Thoughts and reflections from Dr. Southard.</p>	<p>- Second, it was asked for every agency to be that is calling to have your single fixed point of responsibility be removed in order to expedite services to the client.</p> <p>- A clean copy will be forwarded to everyone.</p>

DMH Update (cont')	<ul style="list-style-type: none"> - Memo from Carol Matthews dated January 4, 2007: The memo points out a few items that came from the Patient's Right office. Request of change of Provider Forms - Request for change of Provider Forms: Such forms need to be kept in the waiting room for clients' use 	<ul style="list-style-type: none"> - Program Managers need to submit a monthly report of any change of provider forms to the Patients Rights Office. - Change of Provider and Termination of Services are two different forms, usually requested by the consumer - Program Managers need to be available at all times to speak to the consumers regarding any change of provider requests 	<ul style="list-style-type: none"> - This Policy was written in January 1, 2003, and came up prior to the Program review. We have not been in compliance. - Program Managers have to create and maintain a separate administrative file where all these Change of Provider Requests will be kept. Such requests need to be kept for two years in case the Patient's Rights Office requests them - Program Managers shall attempt to verbally notify the beneficiary of the client of the outcome
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